

**Town of Hillsborough Water & Sewer Commission**  
**March 10, 2022 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg and Dave Lewis; and, Penny Griffin, Administrator.

Leigh Bosse was also in attendance.

Leigh Bosse and the Commissioners revisited the topic of installing a water main on Dascomb Street to serve his proposed subdivision. Mr. Bosse stated that connecting to the Town's water system would only gain 3 more lots. The cost and lead time for materials were discussed. Mr. Bosse stated that he is hoping to begin the subdivision this spring therefore, the lead time for materials do not fit his timeline and he cannot justify the cost of installing the water main discussed.

6:15pm Leigh Bosse left the meeting.

The Commissioners reviewed a Change of Occupancy form for 17 West Main Street. The Commissioners noted there is no increase in the number of seats for the new restaurant and therefore, the number of sewer units charged will remain the same.

The Commissioners reviewed a request for 30 Henniker Street to change the number of sewer units being charged to that property as they will no longer have their laundry facility open to the public. The Commissioners noted that the existing 8-coin operated washers at the location are not being removed and will still be available to the tenants. The Commissioners determined that the 8 units of sewer currently charged to the facility are accurate and will remain for future billings. Similar coin-operated laundry facilities servicing multi-family properties are being charged 1 sewer unit per washer which is consistent with the Code of the Town of Hillsborough 181-51 A. (8).

The group reviewed and discussed a draft letter to OSRAM to address continued violations to their Industrial User Permit (IUP). The Commissioners approved and signed the letter.

A discussion was held regarding the current water rates. All agreed that an increase of 3% is warranted due to the increase in the budget. A discussion was held regarding a potential increase. It was noted that there had not been a water rate increase since 2017. Commissioner Mellen motioned to raise the current water rates by 3% to be effective with the May 2022 bills. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #5 W = \$25,137.07 S = \$19,005.62
- 2/22/2022 Meeting Minutes
- Timecards

Commissioner Sieg motioned to nominate Commissioner Peter Mellen for the Chairman position of the board. Commissioner Dave Lewis seconded the motion. Motion passed.

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion.

All voted in favor.

Meeting adjourned 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners